

## 1. Purpose

Northern Lights Library System (NLLS) supports employees' rights to engage in political activities while ensuring that political neutrality is maintained in the workplace. This policy defines expectations for political participation, workplace conduct, and elected office considerations.

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## 2. Political Neutrality in the Workplace

- Employees must remain politically neutral in the execution of their duties and must not engage in political activity while representing NLLS.
  - Political campaigning, fundraising, and advocacy activities are not permitted:
    - During work hours.
    - While using NLLS resources (email, IT systems, office space, vehicles).
    - At NLLS-sponsored events unless all political perspectives are equally represented.
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## 3. Seeking Elected Office

NLLS recognizes employees' rights to run for elected office and encourages civic engagement. Employees must adhere to the following guidelines:

1. Disclosure & Recusal from Conflicts of Interest
    - Employees seeking public office must disclose potential conflicts of interest to the Executive Director.
    - If elected, the Executive Committee will assess any ongoing conflicts of interest and determine appropriate recusals or role adjustments.
  2. Time Off for Campaigning & Political Activities
    - Campaign-related absences must be taken as vacation, unpaid leave, or flexible work arrangements as approved by the Executive Director.
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## 4. Social Media & Political Expression

- Employees may express personal political views on social media but must not represent NLLS in political discussions.
  - Employees should include a disclaimer when expressing political opinions online (e.g., “Views expressed are my own and do not reflect those of my employer.”).
  - NLLS email addresses or official channels must not be used for political activity.
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## **5. Participation in Political Protests & Advocacy Events**

- Employees may not participate in political demonstrations or advocacy events while on duty or wearing NLLS-branded attire.
  - Personal attendance at public political events must be on their own time and without the use of NLLS resources.
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## **6. Facility Rentals for Political Events**

- NLLS facilities may be rented for political events under the same conditions as other external bookings.
  - The rental of NLLS space does not imply endorsement of any political party, candidate, or cause.
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## **7. Compliance & Enforcement**

- Violations of this policy may result in disciplinary action.
- The Executive Director is responsible for enforcing political neutrality in the workplace.

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NLLS Board Chair

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Date